



BRADFIELD COLLEGE

Privacy Notice: Staff at Bradfield College

Bradfield College is a 'Data Controller' as defined by the Data Protection Act 2018. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have responsibilities to you and your personal data and will only collect and use your data in ways which are compliant with data protection legislation.

Our contact details are:

Bradfield College
Bradfield
Berkshire
RG7 6AU

For queries related to this notice please contact the Data Manager's office:
gdpr@bradfieldcollege.org.uk

As an employee of Bradfield College, we retain and process the data collected in your application form, personal identification information, certificates, contact details, bank details, reports from our occupational health adviser and references that you provide at the time of taking up your contract of employment with the College.

During your employment with the College, we also retain, and process data contained in correspondence and records relating to the performance of the contract of employment. The purposes of this processing will include:

- the discharge of obligations laid down by employment or other law;
- appraisal of performance;
- remuneration and assumption of new responsibilities;
- the management, planning and organisation of work;
- equality and diversity in the workplace;
- health and safety at work;
- the exercise and enjoyment of rights and benefits related to employment and;
- the termination of the employment relationship.

If we are unable to process this data, we will not be able to continue with the contract of employment or comply with our legal obligations.

Our lawful basis is our legal requirement to keep children safe in education and our contract with you.

We pass certain data on to third parties including HMRC, your/our Bankers, Insurance Companies and the Health and Safety Executive, pension providers, local authorities, and regulatory bodies. We may receive and retain personal data about you from the Disclosure and Barring Service and your nominated Referees. We may also pass on certain data to third party financial inquiry agents specifically for the purpose of applications for fee assistance under any staff fee discount policy or the purposes of mortgage/rental references requests.

As required by the law and statutory guidance with regard to “Keeping Children Safe in Education” we will retain all records for 7 years after you leave, or, where a safeguarding issue was outstanding at the time of leaving, the data will be retained for 10 years after retirement or the individual reaching the age of 75, whichever is the later.

Specific Retention Periods:

- Records relating to membership of the Teachers’ Pension Scheme will be retained indefinitely.
- Bank Details will be retained until the last payment is made.
- At the conclusion of all relevant retention periods, physical documents containing your personal data will be shredded and all personal data held electronically will be deleted.

You have the qualified right to request:

- Access to and porting of your data;
- Rectification or erasure of the data
- Restriction of processing or to object to the processing of their data

If you are concerned about how we are using your personal data, or for queries related to this notice, please contact the Data Manager’s office:-

Email address: gdpr@bradfieldcollege.org.uk

You also have a right to lodge a complaint to the Information Commissioner’s Office at <https://ico.org.uk/make-a-complaint/data-protection-complaints/>

Bradfield College is also known as St Andrew’s College, Bradfield